How to set up your Wittenberg account

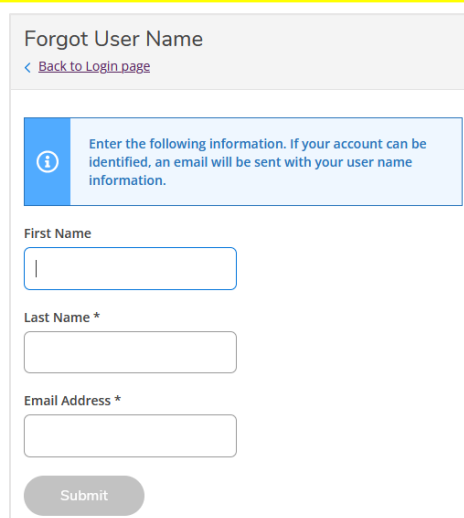Go to https://www.wittenberg.edu/its/accountsupport

ITS Account Support

The following links are available to help with access to your Wittenberg account.

- **Set your password:** Password reset at Microsoft 365
  Use this link if you know your campus email address but do not know or need to reset your password

STEP 1
- **New account registration or your forgot your campus username:** Self Service forgotten username
  Use this link if you do not know or remember your campus username.

Forgot User Name
< Back to Login page

ⓘ Enter the following information. If your account can be identified, an email will be sent with your user name information.

First Name

Last Name *

Email Address *

Submit

Add your legal first and last name

Enter the personal email address that you applied with. Contact HR if you are unsure.

Click **Submit**

Check the personal email account you submitted and wait for an email with your Wittenberg username.

Go back to https://www.wittenberg.edu/its/accountsupport

Click the link next to **Set your password**

ITS Account Support

STEP 2 links are available to help with access to your Wittenberg account.

- **Set your password:** Password reset at Microsoft 365
  Use this link if you know your campus email address but do not know or need to reset your password

- **New account registration or your forgot your campus username:** Self Service forgotten username
  Use this link if you do not know or remember your campus username.

Microsoft

Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: *

username@wittenberg.edu

Example: user@contoso.onmicrosoft.com or user@contoso.com

Enter the characters in the picture or the words in the audio. *

[Next] Cancel

Enter the username received in your personal email and add "**@wittenberg.edu**"

Enter the letters in the CAPTCHA

Click **Next**

Choose a contact method to verify your account:

Get back into your account

verification step 1 > verification step 2 > choose a new password

Please choose the first contact method we should use for verification:

○ Email my alternate email

● Text my mobile phone

○ Call my mobile phone

○ Answer my security questions

○ Approve a notification on my authenticator app

○ Enter a code from my authenticator app

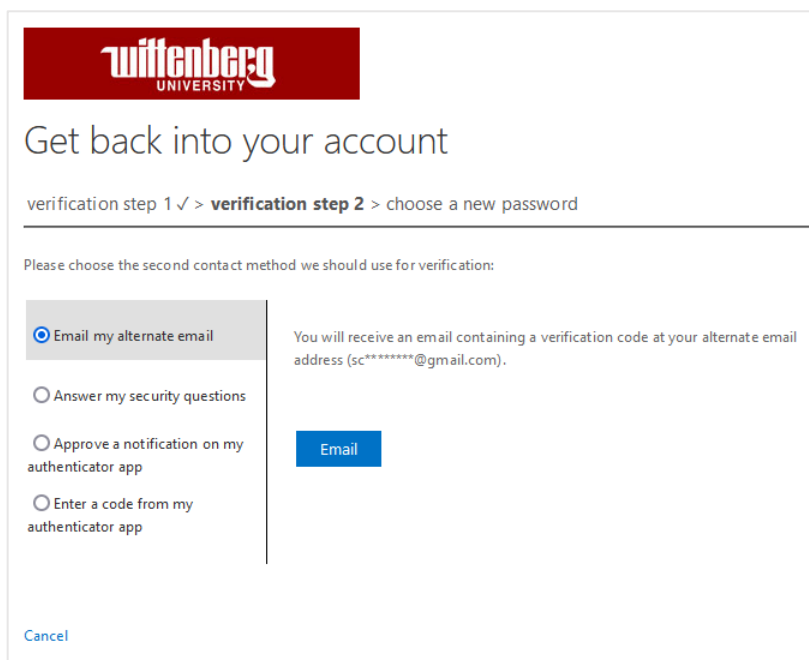We've sent you a text message containing a verification code to your phone.

Enter your verification code

[Next]   Try again   Contact your administrator

Cancel

You will enter your phone number/email and then enter the code that you received.
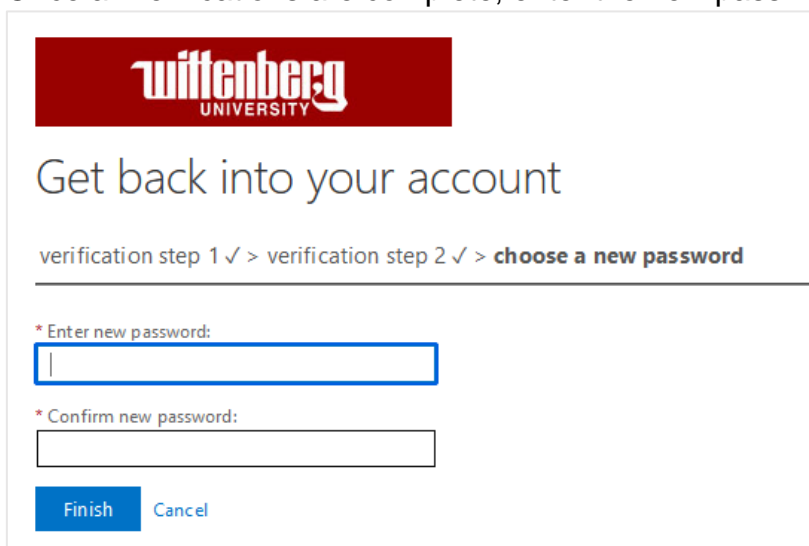
Click **Next**

Choose a second method of verification:

You will enter your phone number/email and then enter the code that you received.

Click **Next**

Once all verifications are complete, enter the new password. Enter it again to confirm it is correct.

Click **Finish**

Please contact hure-mail@wittenberg.edu or (937) 327-7517 with any questions regarding your personal information supplied during the onboarding process.

Please contact solution@wittenberg.edu or (937) 525-3801 with any technical issues.